

**EYES ONLY**

DDA 76-3416

10 July 1976

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Hiring of Relatives

STATINTL

1. Bob Gambino recently solicited our advice on issuing the attached, proposed Office of Security Directive. Bob, [REDACTED] and myself mutually discussed the matter and we are of the opinion that the proposed Security Directive indeed could well be applicable to each Office in this Directorate.

2. Will you please take this matter under consideration and let me have your reaction by Tuesday, 20 July 1976.

3. In reviewing the proposed Security Directive bear in mind that the second sentence of paragraph 2 and the third paragraph address themselves to particular matters in the Office of Security. Similar situations, however, may well exist in other Offices.

/s/ John F. Blake

John F. Blake

Att

**EYES ONLY**

Distribution:

- 1 - Each DDA Office Director/EYES ONLY
  - L DDA Subject w/att (filed EYES ONLY)
  - 1 Approved For Release 2001/09/03 : CIA-RDP79-00498A000300030031-1
  - 1 - JFB Chrono w/o att
- DDA:JFBBlake:der (10 July 1976)

OFFICE OF SECURITY DIRECTIVE NO.

FOR : All Office of Security Employees

FROM : Robert W. Gambino  
Director of Security

SUBJECT: Office of Security Hiring Policy

1. Effective immediately, and as a matter of policy, the Office of Security shall not hire nor accept for assignment relatives of Office of Security employees. Relatives for this purpose include children, spouses, parents, and brothers or sisters.

2. Current Office of Security employees who have relatives within the Office are not affected by this policy. However, conversion of on-duty relatives from contract status to staff status for Office of Security assignments will not henceforth be authorized.

3. The above does not apply to independent contractors who render clerical support [REDACTED]

STATINTL

Robert W. Gambino

CONFIDENTIAL

PERSONNEL

25X1A

**9. RESTRICTIONS ON EMPLOYMENT OF RELATIVES.** In accordance with the stringent provisions of the Federal Salary Act of 1967 to preclude nepotism, this paragraph contains restrictions on appointment, employment, promotion, or advancement of relatives.

**a. DEFINITIONS**

- (1) **RELATIVE** means father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister.
- (2) **PUBLIC OFFICIAL** means an officer, a member of the uniformed services, an employee, and any other individual, in whom is vested the authority by law, rule, or regulation, or to whom the authority has been delegated, to appoint, employ, promote, or advance individuals, or to recommend individuals for appointment, employment, promotion, or advancement.
- (3) **CHAIN OF COMMAND** is the line of supervisory personnel that runs from a public official to the head of his agency.

**b. RESTRICTIONS**

- (1) A public official shall not advocate one of his relatives for appointment, employment, promotion, or advancement to a position in his agency or in an agency over which he exercises jurisdiction or control.
- (2) A public official shall not appoint, employ, promote, or advance to a position in his agency or in an agency over which he exercises jurisdiction or control:
  - (a) One of his relatives; or
  - (b) The relative of a public official of his agency, or of a public official who exercises jurisdiction or control over his agency, if the public official has advocated the appointment, employment, promotion, or advancement of that relative.
- (3) For the purpose of b(1) and (2) above, a public official who recommends a relative, or refers a relative for consideration by a public official standing lower in the chain of command, for appointment, employment, promotion, or advancement is deemed to have advocated the appointment, employment, promotion, or advancement of the relative.
- (4) An individual appointed, employed, promoted, or advanced in violation of (1), (2), or (3) above is not entitled to pay, and money may not be paid from the Treasury as pay to an individual so appointed, employed, promoted, or advanced.

**c. EXCEPTIONS**

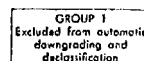
Relatives may be temporarily employed without regard to the above restrictions to meet needs resulting from an emergency posing an immediate threat to life or property. Employment under these conditions will normally not exceed one month, but may be extended for a second month if the emergency need still exists.

**d. PENALTY**

- (1) The penalty for violating the above restrictions may work great hardship in the recovery of improperly paid wages and the loss of a position.
- (2) Agency officials are cautioned to avoid any action, however well intentioned, which might jeopardize the related applicant's or employee's job.

13 January 1969 (432)

CONFIDENTIAL



30.1

17 April 1970

MEMORANDUM FOR: Director of Personnel

SUBJECT : Agency Employment of Immediate Family Members

1. For some time now we have been trying to establish reasonable policy guidance governing the employment of married couples. I believe that we should broaden the policy to provide guidance in the employment of all immediate family members, who for this purpose will be deemed to include spouse, sibling, and child.

2. It is the Agency's policy not to discourage the employment of immediate family members, provided reasonable standards and good judgment are applied. Care must be taken to avoid the charge, or even the appearance, of nepotism in either the original employment or the subsequent management of relatives of Agency employees.

3. The following policies will govern:

a. Two or more family members will not work in the same Office (or Division in the Clandestine Service). This policy will be applied with due consideration for the fact that there are presently immediate family members working in the same Office and currently needed there. Where feasible, change in work location for one will occur with due consideration of job requirements and the qualifications of the individuals concerned.

b. With specific reference to married couples:

(1) When two employees already on duty marry, one will be transferred to another Office as soon as a suitable assignment can be found.

(2) When both husband and wife are professional employees and one is reassigned to another work location

and refuses the assignment because it is in conflict with the employment of the spouse, the Director of Personnel in consultation with the appropriate Deputy Director will determine which of the two careers is dominant. The Director of Personnel will take whatever measures are necessary to resolve the employment status of the spouse. If the dominant member is being reassigned, the spouse may (a) remain in place, (b) be reassigned to the new location in a staff or contract capacity as appropriate, or (c) resign to accompany the dominant member.

(3) Working spouses are entitled to all the benefits related to their employment status.

(4) The determination of employment of a spouse at an overseas station is the responsibility of the cognizant Deputy Director. As appropriate, this determination will be coordinated with the Deputy Director for Plans.

(5) The spouse of a supergrade employee will not be offered employment by the Agency.

4. It is understood that the above guidance will not be announced by Notice or other general media. It is further understood that there may be situations in which your judgment and discretion may dictate exceptions to these general provisions.



25X1A

L. K. White  
Executive Director-Comptroller

25X1A

MANAGEMENT

## 21. EMPLOYEE CONDUCT

- a. Each Agency employee should conduct himself on and off the job in a manner which reflects credit on himself and the Agency. Each employee is responsible for acquainting himself with the rules of conduct he is expected to follow during his Agency employment. If he is uncertain of the existence or meaning of a rule, he should seek advice from his supervisor, his personnel or administrative officer, the deputy counselor on matters of conduct for his directorate, or the Director of Personnel. Each employee is also expected to monitor and be accountable for any activities of his dependents that might reasonably be construed to affect the security of the Agency, directly or indirectly.
- b. Each employee is expected to live within his means, to honor his financial obligations, and to maintain a reputation for paying his debts. Willful failure to settle valid debts will be grounds for disciplinary action, including dismissal. Each employee has the responsibility for prompt payment of Federal, state, and local taxes. The Agency cooperates with the various tax authorities in collecting delinquent or unpaid taxes owed by Agency employees. (\*)

25X1A

[REDACTED] Conduct and Discipline)

## 22. EMPLOYMENT OF RELATIVES

An Agency official who has the authority to employ or promote individuals, or who is in a position to recommend individuals for employment or promotion, may not employ, promote, or advocate for employment or promotion, any of his relatives. An individual appointed, employed, advanced, or promoted in violation of this restriction is not entitled to pay.

25X1A

[REDACTED] Restrictions on Employment of Relatives)

## 23. CONFLICTS OF INTEREST

- a. A conflict of interest is a situation in which an employee's private interests conflict or appear to conflict with the duties and responsibilities of his Government employment. Usually the conflict of interest is of an economic nature; however, it may apply to other areas as well. (\*)

17 April 1970

MEMORANDUM FOR: Director of Personnel

SUBJECT : Agency Employment of Immediate Family Members

1. For some time now we have been trying to establish reasonable policy guidance governing the employment of married couples. I believe that we should broaden the policy to provide guidance in the employment of all immediate family members, who for this purpose will be deemed to include spouse, sibling, and child.

2. It is the Agency's policy not to discourage the employment of immediate family members, provided reasonable standards and good judgment are applied. Care must be taken to avoid the charge, or even the appearance, of nepotism in either the original employment or the subsequent management of relatives of Agency employees.

3. The following policies will govern:

a. Two or more family members will not work in the same Office (or Division in the Clandestine Service). This policy will be applied with due consideration for the fact that there are presently immediate family members working in the same Office and currently needed there. Where feasible, change in work location for one will occur with due consideration of job requirements and the qualifications of the individuals concerned.

b. With specific reference to married couples:

(1) When two employees already on duty marry, one will be transferred to another Office as soon as a suitable assignment can be found.

(2) When both husband and wife are professional employees and one is reassigned to another work location

and refuses the assignment because it is in conflict with the employment of the spouse, the Director of Personnel in consultation with the appropriate Deputy Director will determine which of the two careers is dominant. The Director of Personnel will take whatever measures are necessary to resolve the employment status of the spouse. If the dominant member is being reassigned, the spouse may (a) remain in place, (b) be reassigned to the new location in a staff or contract capacity as appropriate, or (c) resign to accompany the dominant member.

(3) Working spouses are entitled to all the benefits related to their employment status.

(4) The determination of employment of a spouse at an overseas station is the responsibility of the cognizant Deputy Director. As appropriate, this determination will be coordinated with the Deputy Director for Plans.

(5) The spouse of a supergrade employee will not be offered employment by the Agency.

4. It is understood that the above guidance will not be announced by Notice or other general media. It is further understood that there may be situations in which your judgment and discretion may dictate exceptions to these general provisions.



L. K. White  
Executive Director-Comptroller

25X1A